



**UNITED STATES MARINE CORPS**  
MARINE WING COMMUNICATIONS SQUADRON 28  
MARINE AIR CONTROL GROUP 28  
2D MARINE AIRCRAFT WING  
PSC BOX 8071  
CHERRY POINT, NC 28533-8071

IN REPLY REFER TO:

3000

CO

POLICY LETTER 3-12

From: Commanding Officer, Marine Wing Communications Squadron 28  
To: All Hands

Subj: FAMILY READINESS CRISIS COMMUNICATIONS

Ref: (a) MCO 1754.9A  
(b) MCO 1700.27A  
(c) MCO 1754.6A  
(d) NAVMC Directive 1754.6A  
(e) Family Readiness Policy

1. Purpose. Unit, Personal, and Family Readiness Program (UPFRP), reference (a), directs the establishment of policy at the unit level by which information is disseminated to the Marines, their spouses, and designated parents/extended family members in the event of a crisis. An example of a crisis or perceived crisis for the UPFRP purpose would be a base closure due to impending hurricane or other destructive weather phenomena.

2. It is my policy that information disseminated will not interfere with or precede the Marine Corps policy for casualty notification. The Family Readiness Officer (FRO) has no role in the casualty notification process; therefore, any unsolicited communication from the FRO that is deemed necessary by the commander shall be passed through the Casualty Assistance Calls Officer.

3. Each message occurrence will dictate the method of communication and will not necessarily be the same. However, the message will be consistent on all methods. I, or my representative, will advise the FRO on which part of the Authorized Official Communication Tool to use and I will normally personally approve the content of the communication. Options available include these or any combination thereof.

a. eMarine.

b. Newsletter.

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- c. Email.
- d. Toll Free Marine Corps Hotline.
- e. Word of Mouth.
- f. Facebook website.

4. This policy letter is in accordance with my Family Readiness Policy, reference (e). My goal is to partner with our families, including extended family members, in order to provide up to date, accurate and reliable information and resources.

5. My underlying desire is to provide timely and accurate communication to the Marines, spouses, and family members. The FRO should proactively seek guidance from me or my designated representative before sending any communication during or following a crisis situation.

M. E. LIMBERT

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